Instructions:
The purpose of the charter is to provide information to the Minnesota Geospatial Advisory Council about a proposed committee or workgroup. The information will help determine if the committee or workgroup should exist and if it supports the mission of the GAC. Once a committee/workgroup is up and running, the charter helps to guide the group and lets others know about the purpose of the group.

1. Replace “Committee/Workgroup Name” with the name of the proposed committee/workgroup
2. Define the mission of the committee/workgroup. What is the purpose of the committee/workgroup? Explain why it should exist.
3. Identify what the objectives and deliverables of the committee/workgroup will be.
   a. What products or services will it provide?
   b. What are the benefits of the committee/workgroup activity and who does it benefit? Quantify if possible.
   c. Identify dependencies and relationships to other committees, workgroups and/or projects.
   d. What happens once the committee/workgroup completes its work?
4. Define resources and timing
   a. What resources are anticipated to be needed? Quantify to the extent possible.
   b. When will the activity be completed? Provide measurable significant milestones if possible.
5. List the anticipated participants and their roles and responsibilities
   a. Committee/workgroup chair
   b. Committee/workgroup vice chair
   c. Known or anticipated members
   d. Stakeholder groups and their interest
6. Identify who created the charter and their contact info
7. Once the charter is approved, add the GAC approval date.
8. Finally, delete this instructions section 😊

Committee/Workgroup Name

Mission statement:

Objectives and Deliverables:

Resource requirements and timing:

Anticipated participants and their roles and responsibilities:
Prepared by:

Date approved by the Geospatial Advisory Council: